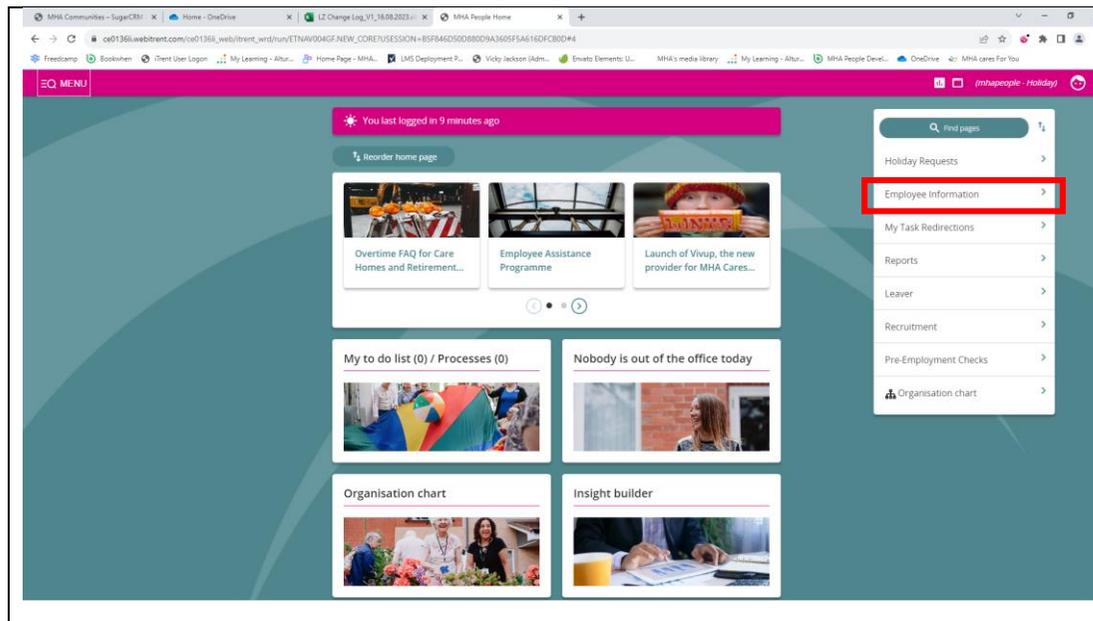
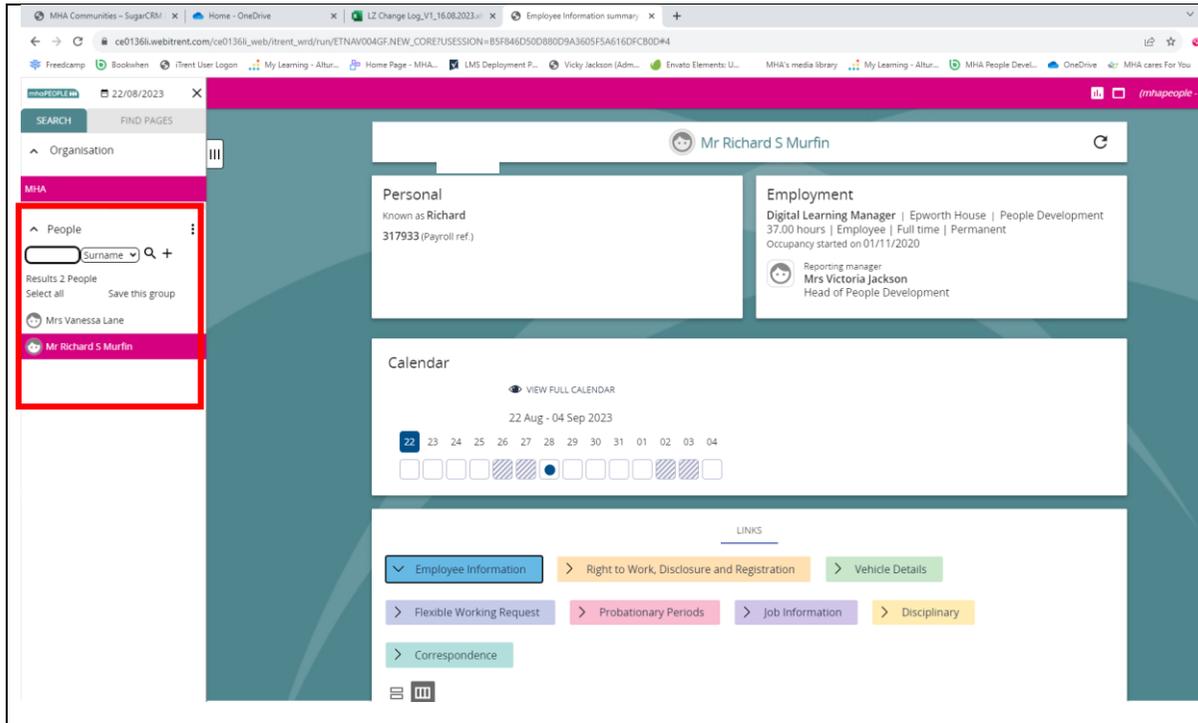


Adding a Personal email address to MHAPeople for a colleague so it appears in the Learning Zone

This guide provides instructions on how managers can add a personal contact email address for their team members into MHAPeople to enable this to be imported automatically into the Learning Zone.



1. Log into MHAPeople
2. From the pane on the right-hand side of the screen select '**Employee Information**'



The screenshot shows the MHA People system interface. The main content area displays the profile for Mr Richard S Murfin, including personal and employment details. The left-hand navigation pane is highlighted with a red box, showing a search for 'Surname' with results for Mrs Vanessa Lane and Mr Richard S Murfin.

SEARCH FIND PAGES

Organisation

MHA

People

Surname

Results: 2 People

Select all Save this group

Mrs Vanessa Lane

Mr Richard S Murfin

Mr Richard S Murfin

Personal

Known as Richard

317933 (Payroll ref.)

Employment

Digital Learning Manager | Epworth House | People Development

37.00 hours | Employee | Full time | Permanent

occupancy started on 01/11/2020

Reporting manager

Mrs Victoria Jackson

Head of People Development

Calendar

VIEW FULL CALENDAR

22 Aug - 04 Sep 2023

22 23 24 25 26 27 28 29 30 31 01 02 03 04

LINKS

Employee information

Right to Work, Disclosure and Registration

Vehicle Details

Flexible Working Request

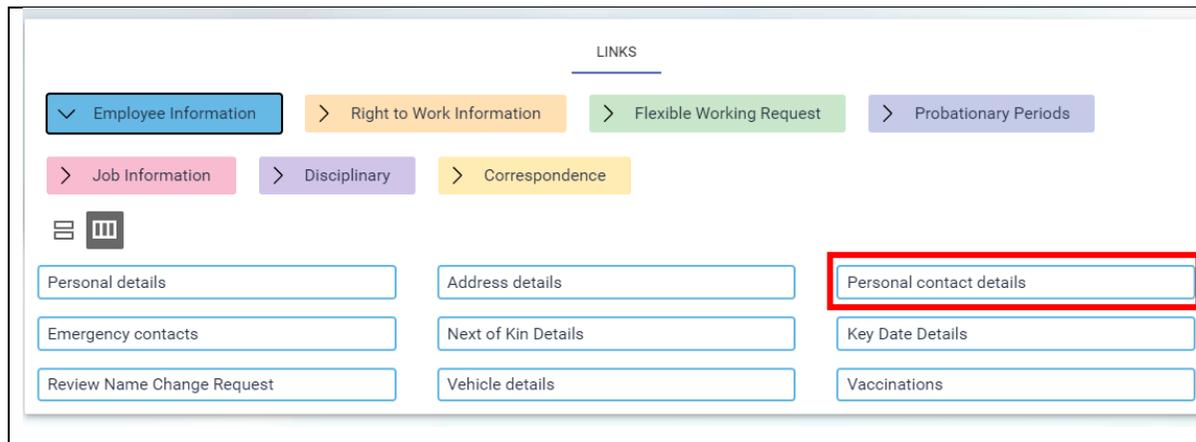
Probationary Periods

Job Information

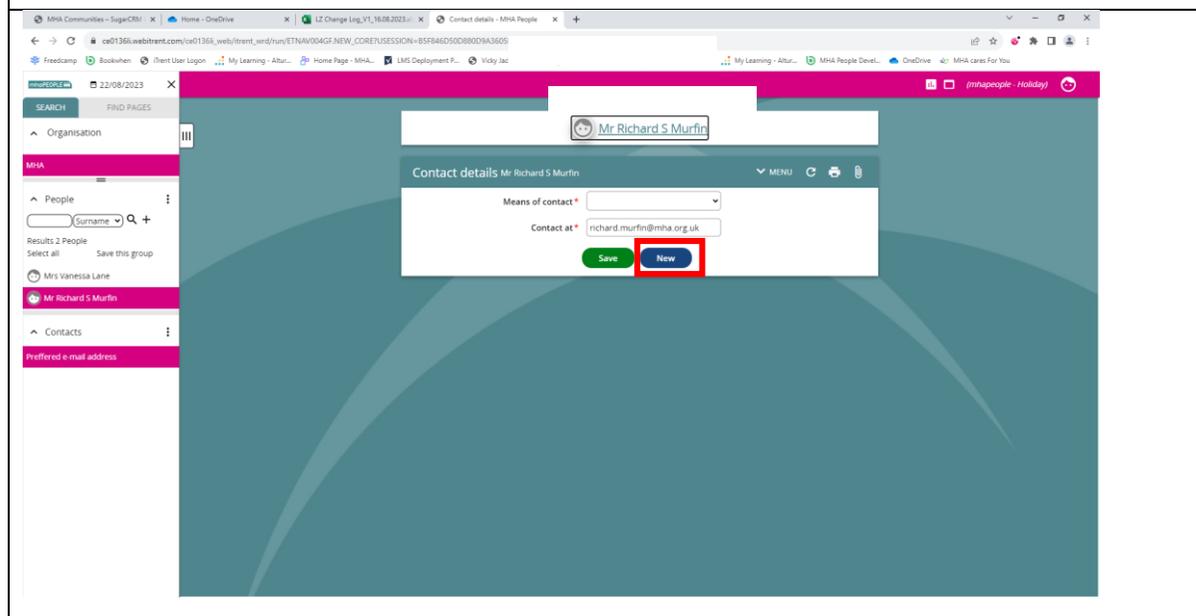
Disciplinary

Correspondence

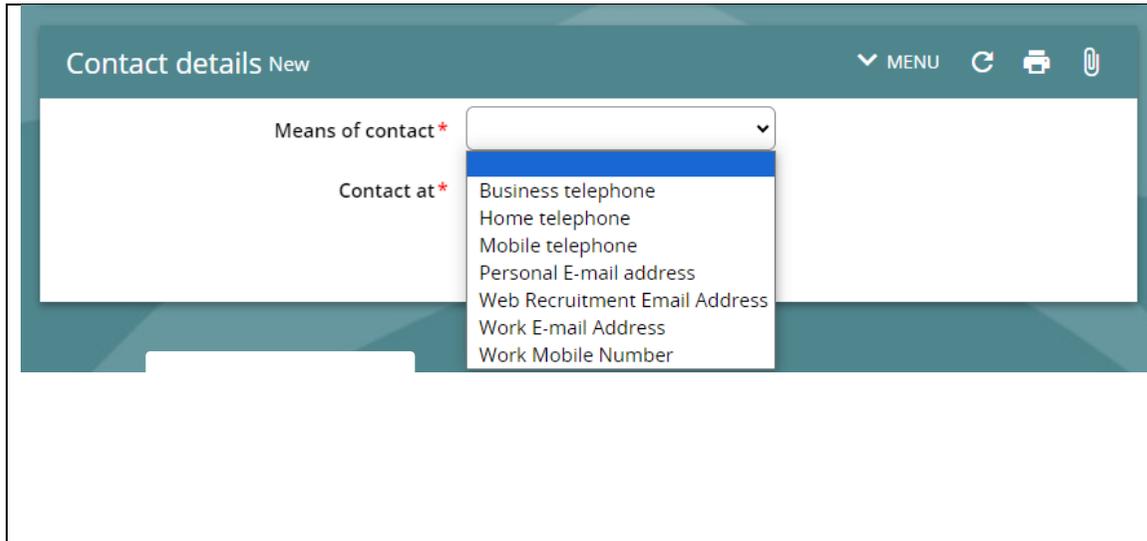
- From the pane on the left-hand side of the screen search for and select the team member you would like to add the email address for.



4. Select **'Personal Contact Details'** from the **Links** section at the bottom of the screen



5. In the **Contact Details** screen select **New**



The screenshot shows a web form titled "Contact details New". At the top right, there are icons for a menu, refresh, print, and attachment. The form has two main fields: "Means of contact *" and "Contact at *". The "Means of contact" field is a dropdown menu that is currently open, showing a list of options: "Business telephone", "Home telephone", "Mobile telephone", "Personal E-mail address", "Web Recruitment Email Address", "Work E-mail Address", and "Work Mobile Number". The "Contact at" field is currently empty.

6. In the **Contact Details New** screen select the **Means of Contact** from the drop down
7. Ensure **'Personal E-mail address'** is selected
8. In the **Contact at** field enter the email address the colleague would like to be used for contact from the Learning Zone
9. Click **'Save'**
10. This email address will now be included in the next daily import to the Learning Zone